

## GO Virginia Remittances Requirements + Best Practices

### OVERVIEW

**1. Provided below are requirements for the GO Virginia remittance and match documentation process overall.**

- Sub-grantees need to adhere to the following points and submit their remittance to their point of contact at the regional support organization (grantee). The grantees will ensure adherence to the GO Virginia guidelines and then submit everything to DHCD's Centralized Application & Management System (CAMS).
- Sub-grantees are encouraged to submit a GO Virginia remittance requests and match documentation on a quarterly or monthly basis.
- Submit the remittance template, transaction listing, and all support documentation as one PDF document. DHCD prefers that sub-grantees combine backup documentation into a single PDF, and arrange in order of their appearance on the transaction listing.
  - The remittance template cover sheet budget line items must match the CAMS budget line items.
  - **DHCD requires at least a 1:1 match as expenses are reimbursed.** If the sub-grantee has demonstrated more than the 1:1 match through previously submitted remittances, the cumulative match can be applied to the current reimbursement request.
  - Should a sub-grantee submit a request without proper documentation, the remittance may be denied and the sub-grantee can resubmit with documentation at a later date.
- **Please note reimbursable expenses may not be accrued before the contract start date.**

### EXPENDITURES DOCUMENTATION

**2. Provided below are details on allowable expenditures for GO Virginia reimbursement.**

- **Proof of Expenses**
  - Purchases of goods and services must include the proof of the expenses through invoices, purchase orders, receipts, payroll reports, timesheets, etc. This applies to reimbursements of grant funds and funds being applied to match.
- **Salary & Fringe Benefits Documentation**
  - Employee/staff time + fringe benefits being charged to the GO Virginia project can be reimbursed provided at least one of the following types of documentation:
    - Staff time tracked and coded through organization's payroll system

- Timesheets developed for each employee charging time to include the position title, hourly rate, brief description of the activities performed and the total dollar amount of their compensation for the particular time period
  - DHCD's provided timesheet template (requires certification)
- A single document can serve for both salary and fringe benefits so long as it is clear how much should be drawn from each budget line item.
  - If you have a separate line item for salary and fringe benefits, you can combine these into a single "Salaries" line item for the sake of simplicity.
- **Meeting Expenses Reimbursement**
  - MEETING expenses for sub-grantee project related meetings may be reimbursed. These costs may include but are not limited to room and technology rentals, catering, service charges, taxes, etc.
  - A LIST OF ATTENDEES for all meeting expenses must be submitted with the invoices and receipts for the meeting.
- **Meals & Travel Reimbursement**
  - Sub-grantees may request reimbursement for certain meals and travel expenses. A LIST OF ATTENDEES, PURPOSE OF MEAL/TRAVEL, and an ITEMIZED RECEIPT for all meal and travel expenses must be submitted with the remittance.
  - MEAL REIMBURSEMENTS shall NOT include ALCOHOL. If alcohol is on the same receipt, it must be removed from the amount requested.
  - TRAVEL costs may include but are not limited to per diem, lodging, mileage, parking, and tolls. Receipts for all travel related expenses will need to be submitted for reimbursement.
  - MILEAGE should be calculated at the standard IRS mileage rate <https://www.irs.gov/tax-professionals/standard-mileage-rates>.
    - In order to be reimbursed for mileage, sub-grantees should indicate DATE of travel, PURPOSE of the travel, LOCATION traveled to, and MILEAGE. Only mileage relating to GO Virginia meetings/events will be reimbursed. Mileage for commuting is not eligible for inclusion.
- **Consultant Services**
  - Consultant invoices do not require additional backup documentation. Itemized invoices can be submitted for their time for their services, travel, lodging, meals, supplies, or other meeting expenses without providing receipts.

## MATCH DOCUMENTATION

### 3. Provided below are details on allowable match and both cash/in-kind documentation.

#### ➤ Match Requirements

- The documentation required for cash match is treated the same way as reimbursement of grant funds. The match must be expended before it can count towards the project match.
- Match cannot be accrued or expended before the date that the GO Virginia State Board has approved the project. This includes in-kind match and cash match. The exception to this rule is equipment (see next item). Match being requested to be applied to the project incurred or expended before the State Board approved the project will only be considered on a case by case basis.

#### ➤ Equipment Donations

- Equipment being donated by an entity can be applied as match as long as the donated equipment was purchased no more than 12 months before the State Board approved the project. The original invoice or purchase order should be provided to verify the valuation of the equipment and the date of the purchase. In cases where equipment being donated was purchased more than 12 months before the State Board approved the project, a third-party appraisal on the equipment will need to be completed showing the fair market valuation. This fair market valuation amount is what is permitted as match.

#### ➤ In-Kind Space

- In-kind meeting/workspace may be applied to the project. The space should be valued at the current fair market value. This can be documented through an MOU or lease agreement with the entity donating the space, clearing showing the square footage and price/square foot. Meeting/workspace is permitted to be back dated to when the State Board approved the project. In situations where the applicant is wanting to apply in-kind space accrued before the State Board approved the project, the applicant would need to clearly show the activities of the meeting/workspace went towards the scope of the project and not towards the development of the application. This backdated in-kind space would need to be described in the application and included in the budget, and would only be considered on a case by case basis.

#### ➤ In-Kind Staff Time

- In-kind staff time through the sub-grantee or their partners should show the total dollar amount of their compensation spent on the project. If the organization has the ability to track this time and code it through their payroll system, that is sufficient. If not, the sub-grantee will need to track this time through the in-kind staff template

DHCD has developed, or something equivalent which tracks the time/compensation. In-kind staff time is permitted to be back dated to when the State Board approved the project. In situations where the applicant is wanting to apply in-kind time accrued before the State Board approved the project, the applicant would need to clearly show the time spent on the project went towards the scope of the project and not towards the development of the application. This backdated in-kind time would need to be described in the application and included in the budget, and would be considered only on a case by case basis.

## BUDGET REVISIONS

### **4. Budget Revisions should be submitted to your support organization so they can formally submit them in CAMS.**

- Should a sub-grantee need to revise the submitted budget, please reach out to your support organization. A BUDGET AMENDMENT can be submitted for the project with DHCD's approval so long as the scope of work has not changed and the budget revision request is not significant. If the budget revision is significant then the sub-grantee should work through their support organization to communicate this to DHCD before it is submitted in CAMS.

## PROOF OF PAYMENT AND MATCH

### **5. Include proof of payment and proof of match sources bundled with the support documentation as remittances are submitted.**

- **Proof of Payment and Match**
  - DHCD requires that the sub-grantee to include canceled checks, bank statements, and/or general ledgers to show 1) expenditures where paid and 2) to verify the source of the cash match. Please be sure to redact any confidential information before submitting.
  - DHCD staff will verify sources of match during the application review and/or contract negotiations.